

Bureau of Land Management  
U.S. Forest Service

TASK BOOK FOR THE POSITION OF  
**Supervisory Supply Clerk / Tech (CAST)**



**January 2007**

<b>TASK BOOK ASSIGNED TO:</b>
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER  <b>TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

*The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.*

## EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

### VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

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#### FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that \_\_\_\_\_

has performed as a trainee and should therefore be considered for certification in this position.

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FINAL EVALUATOR'S SIGNATURE AND DATE

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EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

#### AGENCY CERTIFICATION

I certify that \_\_\_\_\_

has met all requirements for qualification in this position and that such qualification has been issued.

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CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

## **POSITION TASK BOOK**

This Position Task Book (PTB) lists performance requirements (tasks) for the U.S. Forest Service and the Bureau of Land Management Supervisory Supply Clerk / Tech (CAST) position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a qualified evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on more than one prescribed fire. This position requires specific tasks be performed in a prescribed fire field simulation or as part of a prescribed burn -- performance of these tasks on other types of incidents is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

### **RESPONSIBILITIES:**

1. The **local office** is responsible for:
  - Selecting trainees based on unit needs.
  - Ensuring that the trainee meets the training and experience requirements for the position.
  - Issuing PTBs to document task performance.
  - Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
  - Providing evaluation assignments and/or making the trainee available for evaluation assignments.
  - Providing a qualified evaluator for local assignments.
  - Tracking progress of the trainee.
  - Confirming PTB completion.
  - Determining certification per agency policy.
  - Issuing proof of certification.

2. The **individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals for a training or evaluation assignment.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the Evaluation Record is complete.
- Notifying unit personnel when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals of the assignment.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during an evaluation period.
- Accurately evaluating and recording performance. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Signing the verification statement on the front cover of the PTB when all tasks have been initialed.
- Conducting a close-out interview with the trainee and assuring that documentation is completed.



TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b>3. <u>Gather information.</u> Gather all available information necessary to assess assignment and determine immediate needs and action.</b> <ul style="list-style-type: none"> <li>• Cache manager's name.</li> <li>• Current situation &amp; staffing.</li> <li>• Expected duration of assignment.</li> <li>• Is assignment to an established cache site or field location?</li> <li>• Lodging &amp; transportation arrangements.</li> </ul>	<b>I</b>		
<u>CACHE ACTIVITIES</u>  <b>4. <u>Arrive at cache site and check in.</u> Arrive properly equipped at cache site within acceptable time limits. Check in according to agency guidelines.</b>	<b>I</b>		
<b>5. <u>Obtain briefing from Cache Manager within the first operational period</u></b> <ul style="list-style-type: none"> <li>• Obtain local administrative guidelines.</li> <li>• Local protocols.</li> <li>• Immediate supervisor.</li> <li>• Situation warranting cache manager's decision, attention or follow up action.</li> <li>• Existing organization structure.</li> <li>• Expectations from the cache manager.</li> <li>• Ordering process.</li> <li>• Operating procedures. (interrelationship between Cache Manager &amp; Supervisory Supply Clerk).</li> <li>• Distribution of picking/shipping documents.</li> <li>• Existing shift schedules.</li> </ul>	<b>I</b>		

\*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)

I = task must be performed on an incident (flood, fire, prescribed fire, search & rescue, planned event, etc.)

W = task must be performed on a wildland fire incident

R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

RX = task must be performed on a prescribed fire incident

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<b>6. <u>Organize and supervise unit.</u></b> <ul style="list-style-type: none"> <li>Identify need for additional staffing and support items for current and expected workloads.</li> <li>Brief and keep function personnel informed.</li> <li>Establish unit time frames and schedule.</li> <li>Make assignments.</li> <li>Spot check work.</li> <li>Review and approve time.</li> <li>Develop team work.</li> <li>Provide OJT as needed.</li> </ul>	I		
<b>7. <u>Process resource orders and/or authorized ordering document.</u></b>  Validate header information and NFES number, items description, unit of issue as received through an approved ordering process. <ul style="list-style-type: none"> <li>Operate within the scope of various direction such as SOPs, automated cache inventory system user guide, etc.</li> <li>Ensure that correct data is entered in all transactions within an automated inventory cache system data base, or manual system.</li> <li>Distribute documentation to floor personnel in a timely manner.</li> <li>Notify ordering office of shipping data, order deviations, transportation means, ETAs, etc.</li> </ul>	W		
<b>8. <u>Maintain a cache inventory system</u></b> <ul style="list-style-type: none"> <li>Operate within the procedures established for the National Cache System.</li> </ul>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<ul style="list-style-type: none"> <li>Manual systems will include NFES #, item description, ready for issue quantity, property numbers, if required, and quantity on hand.</li> <li>Manual system inventory status will be continuously maintained.</li> <li>Produce various reports as identified such as stock status, below minimum, above maximum.</li> </ul>			
<b>9. <u>Process cache re-supply orders.</u></b> <ul style="list-style-type: none"> <li>Receive re-supply requests from authorized cache personnel.</li> <li>Complete documents accurately and legibly.</li> <li>Utilize the correct ordering documents as required.</li> <li>Review re-supply document form for completeness and accuracies.</li> <li>Utilize established methods and ordering systems.</li> <li>Follow up with GSA, purchasing agents, and ordering units to confirm re-supply order as appropriate.</li> <li>Utilize automated inventory programs as applicable.</li> </ul>	W		
<b>10. <u>Receive inventory items.</u></b> <ul style="list-style-type: none"> <li>Compare receipt documents with original order to verify correct items and quantity are received.</li> <li>Advise the cache manager of any shortages, backorders or deletions.</li> <li>If shipment is correct, process and/or prepare various payment documents for the appropriate office.</li> <li>Enter data into automated system as identified in users guide or as established by local process.</li> <li>Utilize or establish a filing system for</li> </ul>	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
completed transactions.			
<b>11. <u>Brief subordinate and relief personnel</u></b> <ul style="list-style-type: none"> <li>• Communicate pertinent information on shift activities.</li> <li>• Communicate pending resource order priorities.</li> <li>• Communicate procedural issues or changes from established process.</li> <li>• Inform lead supply clerk of any follow up required on pending cache resupply orders.</li> <li>• Identify potential situations that might need cache manager's input, decision or immediate attention.</li> </ul>	I		
<b>12. <u>Prepare performance evaluation for subordinates.</u></b> <ul style="list-style-type: none"> <li>• Complete objectively and forward to home unit.</li> <li>• Counsel as appropriate.</li> <li>• Review task book.</li> </ul>	I		
<u>DEMOBILIZATION</u>  <b>13. <u>Demobilization and check-out.</u></b> <ul style="list-style-type: none"> <li>• Ensure that cache and agency demobilization procedures are followed.</li> </ul>	I		

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## INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

### COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

**Evaluator's name, incident/office title, and agency:** List the name of the evaluator, his/her incident position or office title, and agency.

**Evaluator's home unit address and phone:** Self-explanatory

**#:** The number in the upper left corner of the Evaluation Record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident; e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

### COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resources:** Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

**Duration:** Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis; e.g., several initial attack fires in similar fuel types.

**Management Level or Prescribed Fire Complexity Level:** Indicates ICS organization level; i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

**NFFL Fuel Model:** For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

<b>Grass Group</b>	1. Short Grass (1 foot)	<b>Timber Group</b>	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
<b>Brush Group</b>	4. Chaparral (6 feet)	<b>Slash Group</b>	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant Brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant red card rating:** List your certification relevant to the trainee position you supervised.

## Evaluation Record

TRAINEE NAME			TRAINEE POSITION		
<b>#1</b>	<b>Evaluator's name:</b> <b>Incident/office title &amp; agency:</b>				
<b>Evaluator' home unit address &amp; phone:</b>					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p>					

<b>#2</b>	<b>Evaluator's name:</b> <b>Incident/office title &amp; agency:</b>				
<b>Evaluator' home unit address &amp; phone:</b>					
<b>Name and Location of Incident or Simulation (agency &amp; area)</b>	<b>Incident Kind (wildland fire, search &amp; rescue, etc.)</b>	<b>Number &amp; Type of Resources Pertinent to Trainee's Position</b>	<b>Duration (inclusive dates in trainee status)</b>	<b>Management Level or Prescribed Fire Complexity Level</b>	<b>NFFL Fuel Model(s)</b>
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p>					

**Evaluation Record  
(Continuation Sheet)**

TRAINEE NAME			TRAINEE POSITION		
<b>#3</b>	<b>Evaluator's name:</b> <b>Incident/office title &amp; agency:</b>				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p>					

<b>#4</b>	<b>Evaluator's name:</b> <b>Incident/office title &amp; agency:</b>				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed &amp; dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required &amp; knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p><b>Recommendations:</b> _____</p> <p><b>Date:</b> _____ <b>Evaluator's initials:</b> _____ <b>Evaluator's relevant red card (or agency certification) rating:</b> _____</p>					

## **GLOSSARY**

### **Evaluator**

One who judges or rates performance of a trainee based on a specific task.

### **Position Performance**

Performing multiple tasks in context of doing the job of the target position. Trainees must demonstrate the ability to do the job.

### **Trainee Assignment**

An assignment that is performed in conjunction with a fully qualified person for the purpose of demonstrating knowledge, skills, and abilities required in accomplishing the tasks of the position.

### **Trainee**

A person who has completed all required prerequisites and has been nominated to a training position.